United Nations ST/IC/1999/79

Secretariat

22 September 1999

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Report on the work of the panels on discrimination and other grievances**

1. The Under-Secretary-General for Management has responsibility for the administration of the internal justice system, including the organization of the panels on discrimination and other grievances. The present information circular, which reports on the work of the panels during the periods indicated below in respect of each Panel, is issued pursuant to paragraph 19 of administrative instruction ST/AI/308/Rev.1 of 25 November 1983.

2. The panels at Headquarters, Geneva, Nairobi, Bangkok, Vienna, Beirut and Addis Ababa submitted reports on their activities to the Secretary-General, which are presented below.

3. The panels in Santiago and Bangkok did not consider any cases during 1997 and 1998. The Economic Commission for Latin America and the Caribbean (ECLAC) is reconstituting a panel for the years 1999–2000. The Panel in Jerusalem did not submit a report on its activities.

I. Activities of the Panel at Headquarters for the period from 19 November 1997 to 31 December 1998

A. Membership

4. On 19 November 1997, a new Panel was approved for a term of two years on the recommendation of the Joint Advisory Committee. The membership of the new Panel is: Sheila Abramovitz, Mark Anthony, Marion Awwad, Phyllis Browne, Trevor Delmore, Anthony Fernandes, Judith Goss, Maxwell Haywood, Robert Johnston, Philomena Kintu, Chantal Reiter-Burns, Kelvin Widdows and Pamela Zapata.

5. Sergei Kambalov was appointed Coordinator and Joan Ellen Miller continued to serve as the Secretary of the Panel.

* Expiration date of the present circular is 31 January 2000.

99-27241 (E) 280999

B. Procedures

6. Grievances are brought to the attention of the Panel by staff members contacting any Panel member, the Coordinator or the Secretary of the Panel. At present, if it is found that the situation in question warrants the involvement of the Panel, the complainant is advised formally to submit the grievance to the Panel. In many instances, discussions with the complainant and, as appropriate, with other staff members involved result in a resolution of the situation without the formal involvement of the Panel. There were instances, however, when it was determined at the initial stage that the Panel either had no jurisdiction in the particular situation, or that there were no convincing arguments in support of the grievance claim, or the complaint was without merit.

7. Once a grievance case is accepted by the Panel, the Coordinator appoints a member of the Panel to look into the circumstances and the substance of the grievance. In addition to discussing the situation with the complainant and the other staff member(s) involved, the Panel member seeks input and information from staff members familiar with the situation, including representatives of the Administration, and, if necessary, analyses relevant official documentation. Strict confidentiality is maintained throughout the whole process. No reference to the Panel's proceedings are included in the staff member's official status files with the exception of a summary of the Panel's final recommendation, if the staff member requests it. It is also important to note that in addressing all conflict situations, the Panel never assumes the role of advocate or counsel of any party of a grievance but acts, in accordance with its terms of reference, with complete impartiality.

8. In some cases, the conflict is resolved by the parties identifying, with the facilitation of the member of the Panel, a solution that is acceptable to both sides. If such an outcome proves impossible, the Panel member identifies, in consultation with the whole Panel if necessary, a course of action which seems most promising in preventing the escalation of the conflict and in defusing it, such as mediation or a right-based approach. In this regard, the present Panel has greatly benefited from the two specially designed training courses in conflict resolution and collaborative negotiations, organized for the Panel by the Office of Human Resources Management. The Panel strongly believes that mediation should become its prevalent method of addressing grievances brought to its attention.

9. In situations when all efforts to resolve the grievance informally fail, the Panel member reports the case to the plenary of the Panel, which then takes a collective decision on whether to make, in accordance with paragraph 14 of ST/AI/308/Rev.1, a recommendation on the appropriate action to be taken regarding the case to the Assistant Secretary-General for Human Resources Management. Such recommendations are normally made in writing.

10. In addition to actively pursuing resolution of conflict situations, Panel members provided counselling to staff members in dealing with their grievances, which was one of the most important and helpful aspects of the activities of the Panel members.

C. Breakdown of cases

11. The Panel handled 38 cases in the period covered by this report. Of the 38 formal cases handled by the Panel, 29 were from Headquarters and 9 were from agencies or duty stations away from Headquarters. Although Panels exist at other duty stations, these 9 complainants chose, as provided for by ST/AI/308/Rev.1, to take recourse to the Headquarters Panel rather than to their local panels. The distribution of the complaints by agency and duty station is shown below in table 1. It should be noted that the current Panel considered three cases that were not concluded by the previous Panel.

12. Table 2 provides a breakdown of the complaints by staff member, by category and gender.

Table 1
Distribution of cases by duty station and offices

Office duty station	*Number of cases*
Headquarters	29
Economic Commission for Africa	2
Economic and Social Commission for Western Asia	1
International Criminal Tribunal for the Former Yugoslavia	2
The United Nations Military Observer Group in India and Pakistan	1
United Nations Office at Geneva	2
United Nations Office at Vienna	1

Table 2
Complaints referred to the Panel by gender and category of staff

Category	*Male*	*Female*
Professional	13	9
General Service	7	7
Other[a]	2	
Total	**22**	**16**

[a] Trades and Crafts, Field Service and Security Officers.

13. Table 3 shows the status of the cases. Final disposition of cases is divided into five categories:

(a) Cases settled through conciliatory arrangements (i.e., resolved informally);

(b) Cases in which the Panel did not find sufficient evidence to support the staff member's allegations;

(c) Cases on which a recommendation was submitted to the Assistant Secretary-General for Human Resources Management;

(d) Cases that are being monitored by the Panel;

(e) Pending cases.

Table 3
Status of cases as at 31 December 1998

Status	*Number of cases*
Resolved	11
Closed for lack of supporting evidence	12
Referred to the Assistant Secretary-General/Human Resources Management	6[a]
Pending with the Office of Human Resources Management	4
Further claims to the Joint Appeals Board/Administrative Tribunal	2
Being monitored	2
Pending	7

[a] One report included the results of the investigation of three cases.

D. Types of grievances brought before the Panel

14. As in the past, the most prevalent grievance brought to the attention of the Panel was lack of promotion or career development, followed by negative work environment. The Panel noted with concern that several cases, resulting in three (of the four) written reports to the Assistant Secretary-General/Human Resources Management, were related to non-extension of fixed-term appointments. Despite the Secretary-General's expressed commitment of no involuntary separations in relation to reform and restructuring, in one case on which the Panel submitted a written report to the Office of Human Resources Management, the non-extension of a fixed-term contract was explicitly linked by the Administration to a reorganization of activities and programmes.

15. A rigid classification of cases according to the type of underlying grievance is very difficult, since cases are seldom based on a single allegation. In several cases, however, allegations of unfair treatment were explicitly linked by complainants to allegations of discrimination and/or harassment. The Panel considered one case which was based on allegations of racial discrimination, two cases of allegations of discrimination on the basis of nationality and four cases of allegations of gender discrimination. The Panel also had one pending case, initiated and reported to the Assistant Secretary-General/Human Resources Management by the previous Panel, that was based on allegations of sexual harassment.

16. The Panel conducted thorough investigations of the above cases. The allegations of racial discrimination were found not substantiated. In the two cases involving allegations of discriminatory treatment based on nationality, one is still pending and the other was found unsubstantiated. With regard to the four cases involving allegations of gender discrimination, one was found unsubstantiated, two are still pending and one was reported to the Office of Human Resources Management. As far as the latter case is concerned, partial action was taken which was not, however, adequate to resolve the conflict. The staff member involved filed a further claim to the Joint Appeals Board.

E. Difficulties encountered by Panel members

17. As reported above, a number of cases brought before the Panel were from offices or duty stations away from Headquarters even though, in some cases, local panels were in place. Staff members at these smaller duty stations often express the concern that local Panel members could be subjected to extreme pressure from the administration. As a result,

logistical difficulties may arise in respect of the Panel's fact-finding investigation, in a particular case at another duty station. This may sometimes hinder the Panel's work in addressing the factual circumstances of a case.

F. General recommendations

18. The Panel wishes to reiterate that its basic function is to resolve grievances, real or perceived, by informal means. This is best accomplished when the Panel becomes involved before a conflict becomes the subject of a formal process, such as an exchange of memoranda.

19. The Panel can be effective in its function as an impartial and independent facilitator if it enjoys the trust of both staff and the Administration. In this context, the Panel wishes to emphasize that, in pursuing its cases, it does not act on behalf of either the staff or the Administration. As it is in the interest of the Organization and all of its staff to resolve problems before they become conflicts, the Panel recommends that administrators who are having difficulties with their staff contact the Panel before the problems escalate.

20. There were several instances when, even though the Office of Human Resources Management had concurred with the Panel's conclusions on individual cases, adequate remedial personnel actions were not undertaken by the departments/offices involved. The Panel believes that better coherence of positions and actions on personnel matters between the Office of Human Resources Management and substantive department/offices, in conformity with the Organization's stated objective of enhancing managerial accountability, would therefore be very helpful in achieving more harmonious and cooperative staff/management relations in the Organization.

II. Activities of the Panel at Geneva for the period from 1 January 1997 to 31 December 1998

A. Membership

21. As announced in information circular IC/Geneva/4207 of 28 November 1995, the membership of the Panel during the reporting period was as follows: E. Calon, M.F. Charrin, Magdi Elias and Ernest Mbuli. A. Ben Hadid was acting as Coordinator of the Panel.

B. Procedures

22. During the period covered by the present report, the Panel held regular as well as a number of extraordinary meetings to review the state of advancement of the cases before it and discuss matters concerning the handling of certain cases, the conduct of investigations or the follow-up to its recommendations. In general, staff members referred cases to the Panel through direct contact with one of the members or with the Coordinator. In most cases, the staff members concerned were requested to submit a written statement of the facts, with a clear indication of the grievances. If the case, after a preliminary enquiry, was considered admissible, two members of the Panel were designated to handle the matter and try to find a solution through informal means. Whenever this seemed not to be feasible and if the case so required, a written recommendation, agreed upon by the Panel as a whole, was addressed to the Director-General of the United Nations Office at Geneva, with a copy to the parties concerned, for appropriate action.

23. The work of the Panel consisted, *inter alia*, in investigation and fact-finding approaches, interviews with the interested parties, negotiation with the concerned managerial

officers, conciliation and follow-up action. The Panel provided also counselling and guidance to staff members in order to prevent future conflicts.

C. Statistical breakdown of cases

24. During the reporting period, 11 cases of alleged discriminatory treatment and other grievances were submitted to the Panel. This figure does not include the cases where a Panel member provided counselling and consultancy to a staff member.

25. The distribution and breakdown of the complaints are shown in the following tables. Table 4 gives the distribution of cases by the agency, office or department to which the complainants belong.

Table 4
Distribution of cases by agency/office at Geneva

Agency office	*Number of cases*
United Nations Office at Geneva	4
Economic Commission for Europe	1
Secretariat of the United Nations Conference on Trade and Development	1
Office of the High Commissioner/Centre for Human Rights	1
Department of Humanitarian Affairs	–
Office of the United Nations High Commissioner for Refugees	–
International Trade Centre	2
Convention on International Trade in Endangered Species of Wild Fauna and Flora (administered by the United Nations Environment Programme)	2
Total	**11**

26. Table 5 gives a breakdown of cases according to the staff member's gender and service categories.

Table 5
Complaints referred to the Panel by gender and service category of staff

Category	*Female*	*Male*	*Total*
Professional	2	3	5
General Service	4	2	6
Other[a]	–	–	–
Total	**6**	**5**	**11**

[a] Trades and Crafts, Field Service and Security Officers.

27. Table 6 shows the number of cases referred to the Panel according to the main grounds that prompted the grievance.

Table 6
Cases of alleged discriminatory treatment, by type

	Contractual Status		*Promotion*		*Performance evaluation*		*Working conditions*		*Transfer*		*Other*		
Category	F	M	F	M	F	M	F	M	F	M	F	M	*Total*
Unfair treatment/ personal relations	2	1	1	1	–	–	2	2	1	1	–	–	11
Total	**3**		**2**		**–**		**4**		**2**		**–**		**11**

D. Types of complaints

28. As shown in table 6, the cases classified under the contractual status category refer generally to non-renewal or termination of short-term or fixed-term contracts, or non-granting of permanent contracts. During the period under review, this category of cases pertained also to the termination of permanent contracts whether on agreed terms (one case, where the Panel acted as mediator and helped in settling it) or as special leave with full pay (one case, which is still pending; the complainant requested the Panel to suspend the case for health reasons).

29. As to the cases in the promotion category, the Panel noted that they were mostly due to limited career prospects and to a certain lack of transparency in the recommendation and selection procedures, thus giving rise to a feeling of frustration among eligible candidates in the services concerned. In this context, it is to be noted that there are no departmental panels for General Service, such as those established for the Professional category.

30. Concerning the working conditions category, cases related mainly to a lack of communication and to a certain form of managerial rigidity which led, often, to a deadlock or a deterioration of work relations. Under this category, the Panel found it difficult to handle the cases from the secretariat for the Convention on International Trade in Endangered Species of Wild Fauna and Flora, owing to the remoteness of the administration concerned (UNEP) and the difficulty in collecting all necessary information. Since the cases were also referred to the Office of Internal Oversight Services, the Panel advised the complainants to suspend them awaiting the conclusions of that Office.

31. The cases classified under the transfer category were due to the reorganization of the services concerned, which necessitated a redeployment of staff, or to conflicts among certain staff members. The complainants were reluctant to accept such transfers. One case was settled informally and the other one was considered inadmissible.

E. Status of cases as at 31 December 1998

32. Table 7 shows the status of cases handled during the reporting period.

Table 7
Status of cases as at 31 December 1998

Status	*Number of cases*
1. Resolved informally or closed	2
2. Referred to the Director-General:	
(a) Implemented:	
(i) Fully	1
(ii) In part	–
(b) Awaiting implementation	–
(c) No action	1
3. Under review	–
4. Withdrawn	2
5. Pending	3
6. Rejected	2
Total	**11**

F. Difficulties encountered and recommendations

33. The Panel had no particular difficulties in conducting its investigation, interviews and negotiations. All parties approached (personnel service officers, heads of departments or services, staff representation bodies) were cooperative and willing to help the Panel to find a solution.

34. The Panel noted, however, that the reasons invoked to terminate a contract were not substantiated to the Panel's satisfaction and should be clearly and objectively explained.

35. The Panel wishes to point out that despite the fact that its membership was incomplete during the reporting period, it tried to handle the cases before it as promptly as possible.

III. Activities of the Panel at Nairobi for the period from 1 January to 31 December 1998

A. Membership

36. The composition of the Panel at Nairobi during the reporting period was as follows: Sylvie Campaigne, Sylvie LaCroux, Jorge Gavidia, Donald Kaniaru and Helen Mwambungu. K. Madhava Sarma served as Coordinator.

B. Procedures

37. Cases were brought to the attention of the Panel by staff members who had made a written representation to the Coordinator. These representations were then sent by the Coordinator to the relevant officers of UNEP, the United Nations Centre for Human Settlements (Habitat) or the United Nations Office at Nairobi for their remarks. Copies of all correspondence were sent to the other members of the Panel by the Coordinator. After responses were received, the Panel met, studied the responses and took a decision on the persons who needed to be heard personally to clarify their responses or to get further information. Meetings of the Panel were then held to hear elaborations from the complainant and the relevant officers. Minutes of each meeting were sent to all the Panel members. The Panel then met to consider all the issues to finalize its recommendations. These

recommendations were sent to the appropriate officers for their consideration and action to solve the problem with a request to let the Panel know the action taken.

C. Statistical breakdown of the cases

38. The Panel handled three cases in the period covered by this report. One was from a Professional staff member whose contract was not being extended. The second, from a Professional staff member in the Industry and Environment Office of the United Nations Environment Programme in Paris, concerned a demand for payment of a tax by the Government of France, though the staff member was exempt from the tax because of diplomatic status. The third concerned a complaint from a General Service staff member at the office of the Mediterranean Action Plan (UNEP) at Athens, who sought to be selected for a post in the office that had been advertised.

D. Status of cases as at 31 May 1999

39. In two cases, the Panel recommended administrative action by UNEP or the United Nations Centre for Human Settlements (Habitat). No action was necessary in the third case.

E. Difficulties encountered by Panel members in the course of their investigations

40. The Panel received generally prompt responses from UNEP, the United Nations Centre for Human Settlements (Habitat) and the United Nations Office at Nairobi. There has, however, been no feedback from UNEP so far as regards the case concerned.

F. General recommendations

41. The Panel wishes to recommend that all United Nations organizations provide prompt feedback with regard to the Panel's recommendations.

IV. Activities of the Panel at the Economic and Social Commission for Asia and the Pacific, Bangkok, for the period from April 1997 to December 1998

A. Membership

42. A new Panel was constituted on 23 January 1998. In accordance with administrative instruction ST/AI/308/Rev.1, the following staff members were recommended by the Executive Secretary and approved by the Secretary-General to serve as members of the Panel for a term of two years from 23 January 1998 to 22 January 2000: John F. Elliot (Coordinator), Cengiz Ertuna, Jerrold W. Huguet, Kesarin Roongruangmanirat and Marasri Wongratana.

B. Procedures

43. During the period from April 1997 to December 1998, the Panel did not receive and review any grievance cases.

V. Activities of the Panel at Vienna for the period from 1 October to 31 December 1998

A. Membership

44. The composition of the Panel effective 1 October 1998 was as follows: Adam Bouloukos, Smart Eze, Hubert George, Gabriele Wagner and Gisela Wieser-Herbeck. Jean Datta served as the Coordinator.

B. Procedures and status of cases

45. As at 31 December 1998, one case was brought to the attention of the Panel, having been forwarded by the Human Resources Management Service. It concerned six General Service staff members, five female and one male, all in the Translation and Editorial Service, complaining about the classification level of their posts. A member of the Panel discussed the matter with the Chief of the Service and was informed that the classification level of the posts was under consideration. The Panel trusts that the problem will be resolved without further intervention.

VI. Activities of the Panel at the Economic and Social Commission for Western Asia, Beirut, for the period from 1 June 1997 to December 1998

A. Membership

46. The membership of the Panel through December 1998 was: Kathleen Abdallah, Ahmed Humeida and Ayalew Zewdinesh. Ahmed Farahat served as Coordinator. Effective 1 June 1999, the following membership was approved for a period of two years: Mahmoud El-Hibir, Walid Hilal, Mohamad Ehsan Osman, Kumiko Powell and Mesfin Teklu. Youssef Gemayel will serve as Coordinator.

B. Procedures

47. The Panel did not receive any cases for consideration.

VII. Activities of the Panel at the Economic Commission for Africa, Addis Ababa, for the period from 22 July 1997 to 21 July 1999

A. Membership

48. During the period under review, the Panel at the Economic Commission for Africa (ECA) was composed of 14 members of whom 7 were members and 7 were alternate members. The members were: Enoch F. Chinganda, Abdishakour Gulaid, Nancy J. Hafkins, Clementine Igwebe, Jennifer Kargbo, Adama Traore and Urbain Zadi. The alternate members were: Konjit Haile Selassie, Ahmadou Kotondi, Akalu Mammo, Rawda Omar-Clinton, Eloho Otobo, Maaza Sisay and Mohamed Youssuf. Clementine Igwebe, a member, served as Coordinator.

B. Procedures

49. The Panel, at its inaugural meeting, adopted a working procedure that combined the use of formal and informal meetings in resolving cases brought before it. As such, the use of informal means to resolve cases was fully explored and utilized as the first option. Formal means were adopted only if absolutely necessary. Cases were assigned to members of the Panel who carried out the necessary investigations and reported findings and recommendations to the full Panel which then took the final decisions or recommendations and informed the concerned staff of the developments.

C. Statistical breakdown of cases

50. Five cases were dealt with, one of which was a follow-up to the implementation of the previous Panel's recommendation. The four new cases were as follows: one case concerned a female staff member and three male staff members; two of the cases were from staff members in the Professional category; and the remaining three were from staff in the General Service category.

51. The complaints were all administrative in nature and alleged the following:

(a) Unfair application of rules governing application of the post adjustment element in salary calculation of short-term staff in the Professional category;

(b) Unfair administrative practices vis-à-vis staff reassignment which did not take into consideration seniority and linguistic criteria used in the selection of administrative assistants during the restructuring exercise;

(c) Delayed action to effect change in functional title to reflect the actual nature and tasks performed, following the reorganization of the Conference Services Section;

(d) Indecision about the reintegration of a disabled person, specifically, the establishment of an office at ECA and other special considerations, including the recruitment of a spouse and special education allowances to cover the cost of a child's education;

(e) Continued delay in implementing the recommendation of the previous Panel regarding retroactive payment for failure to comply with a decision of the General Assembly regarding staff in the language category (revisers, translators and interpreters).

D. Current status of cases

52. The case mentioned in paragraph 51 (d) above has been fully resolved and the recommendation of the Panel made known to the concerned individual. The case mentioned in paragraph 51 (c) will be resolved during the implementation of the maintenance stage of the General Service classification exercise at ECA. The other three cases have not been resolved and will have to be handed to the incoming Panel for follow-up.

E. Difficulties encountered

53. The Panel experienced some major difficulties in getting the necessary documentation from the Human Resources System Management Division.

F. General recommendations

54. The Panel recommends the development of a working arrangement with the Human Resources System Management Division to improve access to necessary documentation so as to facilitate the work of the Panel.

United Nations ST/IC/1999/80

Secretariat

27 September 1999

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Timing of the payment of the December 1999 and January 2000 salaries**

1. On 29 April 1999, through information circular ST/IC/1999/34, members of the staff were informed of the potential problems associated with the year 2000 (Y2K) date conversion problem of computers, the so-called "millennium bug". As a contingency measure and in order that staff be given adequate time for conducting their banking transactions well before the end of the year, the arrangements set out below, which are consistent with a decision of the high-level Consultative Committee on Administrative Questions, will be in place regarding the timing of the December 1999 and January 2000 salaries.

Duty stations in the United States, Canada, the United Kingdom, Denmark, France, Germany, Italy, Switzerland, Austria, Australia, Belgium, Spain and Japan

2. Salary payments for December 1999 will be paid earlier than usual, but no earlier than 20 December,[1] to enable sufficient time for staff to transact any banking business before the end of 1999. No special arrangements with regard to salary advances for the month of January 2000 will be made.

Other duty stations

3. Salary payments for the month of December 1999 will be paid earlier than usual to enable sufficient time for staff to transact any banking business before the end of 1999. Advances equivalent to approximately 80 per cent of the standard monthly entitlements due for January 2000 will be provided to all staff at the same time.

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* Expiration date of the present circular: 31 January 2000.

[1] At Headquarters, December 1999 salaries will be paid on 23 December.

99-27654 (E) 300999

United Nations ST/IC/1999/81

Secretariat

30 September 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 national competitive recruitment examinations**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the national competitive recruitment examinations at the P-2 and P-3 levels in 2000, in accordance with the provisions of administrative instruction ST/AI/1997/1.

2. The 2000 national competitive recruitment examinations will be held from 7 to 11 February 2000 (tentative) in the following occupational groups: administration (P-2), economics (P-3), electronic data processing (P-2), finance (P-2), legal affairs (P-2/P-3), political affairs (P-3), public information (P-3), social affairs (P-2) and statistics (P-2).

3. A list of the participating Member States and the occupational groups assigned to each participating Member State is contained in the annex to the present circular.

4. Staff members who meet the conditions set out in administrative instruction ST/AI/1997/1 may apply by completing the attached application form and forwarding it to: 2000 NCRE (Staff Members), Examinations and Tests Section, Room S-2590A, Specialist Services Division/Office of Human Resources Management, by 31 October 1999. The most recent performance appraisal form and copies of all university degrees obtained must be attached to the application. Incomplete applications will not be considered.

5. The present circular supersedes information circular ST/IC/1998/49 and Add.1 of 1 July and 27 August 1998, respectively.

* Expiration date of the present information circular: 31 December 2000.

99-28219 (E) 071099

United Nations application form for 2000 national competitive recruitment examination for General Service staff members of the United Nations Secretariat only

Section I. Personal data

Last name: _____ Room No.: _____ Ext.: _____

First name: _____ Index No.: _____

Gender: _____ Grade: _____ Nationality: _____

Department: _____ Duty station: _____

EOD date: _____ Appointment: _____

Date of birth: _____ Expiration date: _____

Section II. Type of examination

Occupational group: _____ P-2 level: _____

P-3 level: _____

Latest copy of performance evaluation report attached: _____

Period covered in performance evaluation report: _____

Copies of degrees attached: _____

Section III. Experience, United Nations and outside (indicating dates and departments/institutions)

(For P-3 examination only)

This application should be signed and submitted by 31 October 1999 to the Specialist Services Division, Room S-2590A.

Date: _____ Signature: _____

Annex

List of Member States participating in the 2000 national competitive recruitment examination programme and their respective occupational groups [a]

Albania	Administration, electronic data processing, finance, legal affairs, statistics
Andorra	Administration, electronic data processing, finance, legal affairs, statistics
Bahrain	Administration, electronic data processing, finance, legal affairs, statistics
Belize	Administration, electronic data processing, finance, legal affairs, statistics
Brunei Darussalam	Administration, electronic data processing, finance, legal affairs, statistics
Comoros	Administration, electronic data processing, finance, legal affairs, statistics
Germany	Administration, electronic data processing, finance, legal affairs, statistics
Indonesia	Administration, electronic data processing, finance, legal affairs, statistics
Italy	Administration, electronic data processing, finance, legal affairs, statistics
Japan	Administration, economics (P-3), electronic data processing, finance, legal affairs (P-2/P-3), political affairs (P-3), public information (P-3), social affairs, statistics
Kazakhstan	Administration, electronic data processing, finance, legal affairs, statistics
Lao People's Democratic Republic	Administration, electronic data processing, finance, legal affairs, statistics
Mozambique	Administration, electronic data processing, finance, legal affairs, statistics
Norway	Administration, electronic data processing, finance, legal affairs, statistics
Palau	Administration, electronic data processing, finance, legal affairs, statistics
Samoa	Administration, electronic data processing, finance, legal affairs, statistics
Sao Tome and Principe	Administration, electronic data processing, finance, legal affairs, statistics
Saudi Arabia	Administration, electronic data processing, finance, legal affairs, statistics

Slovenia	Administration, electronic data processing, finance, legal affairs, social affairs, statistics
Tajikistan	Administration, electronic data processing, finance, legal affairs, statistics
Vanuatu	Administration, electronic data processing, finance, legal affairs, statistics

Notes

[a] The occupational groups given are for P-2 examinations unless otherwise indicated.

United Nations ST/IC/1999/82

Secretariat

1 October 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations Staff Relief Committee for Earthquake Victims in Taiwan Province of China**

1. On 21 September 1999, a massive earthquake, measured at 7.6 on the Richter scale, struck the central part of Taiwan Province of China, devastating the towns and villages at the epicentre, namely Zhongliao, Zhushan, Puli and Yushan in the Nantou District, causing death and destruction as far as 100 miles away. According to the latest report, the number of deaths has exceeded 2,100 and the number of injured has exceeded 6,000. Many more people are still either buried in the rubble or missing. More than 100,000 people have become homeless. The losses in property and industrial production have been estimated to exceed $5 billion.

2. In the spirit of our cherished tradition, the United Nations staff at Headquarters, with the approval of the Secretary-General and the support of the Staff Committee, have formed the United Nations Staff Relief Committee for Earthquake Victims in Taiwan Province of China to appeal for funds to alleviate the suffering of the victims. The Committee comprises Yongjian Jin, Honorary Chairman, Paul Shui, Coordinator, Kewei Dai, Assistant Coordinator, Siak-fui Liow, Treasurer, Ta-lai Tsui, Secretary and Xian Zhang, Maureen Otto, Hung-jung Lee, Emily Ma, Bih-yuh Lin, Fang-yu Lin, Jianshi Wang, Kelan Xiao and Grace Tai as members.

3. The date for collection of contributions has been set for Friday, 15 October 1999. An account has also been established by the Treasurer at the United Nations Federal Credit Union, where staff can make direct deposits until 31 October 1999 to the following account:

United Nations Staff Relief for Earthquake Victims in Taiwan Province of China
Account No. 1702161

* Expiration date of the present information circular: 31 October 1999.

99-28298 (E) 051099

4. Staff who are overseas and would like to contribute can do so by sending a wire transfer to the account number given above, using ABA No. 2260-7860-9.

5. Contributions will be donated through an appropriate and directly involved relief agency.

United Nations ST/IC/1999/83

Secretariat

5 October 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: United Nations sabbatical leave programme for the year 2000**

1. The purpose of the present information circular is to inform staff that a sabbatical leave programme will again be offered in 2000.

Objectives of the programme

2. The objectives of the programme are:

(a) To provide an opportunity for staff members to bring added value to their contribution to the Organization and to enhance their professional growth through the pursuit of studies and research projects on issues related to the work of the United Nations;

(b) To enhance dialogue and build contacts between the United Nations and other organizations and institutions engaged in related work worldwide, as well as to expose United Nations staff members to state-of-the-art research and practices on issues in the international agenda.

Conditions

3. Pending the issuance of an administrative instruction on this subject, the terms and conditions of the award of a sabbatical leave will be the same as those set out in information circular ST/IC/1996/41 of 11 July 1996. Of particular importance are the following features:

(a) The programme is open to United Nations staff members with at least five years of service with the Organization and who are expected to serve for no less than three years after the completion of the sabbatical leave;

(b) Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their studies and for securing their acceptance by that institution or organization for the purpose of carrying out the proposed studies at a specified time, which should be during the year for which the sabbatical leave was approved;

(c) In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University (UNU) and institutions that are members of the Academic Council on the United Nations System, study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System in annex II to this circular and the list of participating research and training centres of UNU in annex III;

(d) The sabbatical leave will normally be approved for a period of no more than four months, during which the staff member will be asked to take annual leave for the first month and will subsequently be placed on special leave with full pay, subject to the agreement of the head of the department or office concerned. Should the staff member request additional time to complete the study, leave without pay may be granted on an exceptional basis subject to

* Expiration date of the present information circular: 31 December 2000.

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exigencies of work and contingent on the approval of the office or department concerned.

Application procedures

4. Applicants are requested to complete the application form in annex I to this circular and submit it, through their respective head of office or department, together with a proposal describing the study that they wish to pursue to the Staff Development and Learning Service, Office of Human Resources Management, by 30 November 1999.

5. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the study;

(b) Field of the study;

(c) Rationale for the study;

(d) Relationship of the study to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study and/or research activities and methods to be applied;

(g) Schedule of work of the study with an indication of any preparatory work already accomplished;

(h) Usefulness of the expected outcome of the study and its practical implications for the individual and the Organization;

(i) Type of contribution the participant could provide to the institution or organization in which he or she is placed;

(j) Endorsement by the head of office or department responsible for the work of the applicant during the proposed study.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

Review of proposals

6. All proposals will be evaluated on the basis of the following criteria:

(a) Importance of the study. The proposed study should address an issue of importance in the field under consideration and should hold potential interest for the institution or organization in which the study is carried out and for the United Nations. It should be relevant and have practical applications to the current and future work of the United Nations and to the current or future responsibilities of the applicant;

(b) Feasibility of the proposed study. The staff member should propose a project that can be undertaken and completed within the stipulated period of the sabbatical leave;

(c) Appropriateness of the planned methodology;

(d) Quality of the proposal. The staff member should demonstrate in the proposal an awareness of the latest developments in the area of study;

(e) Suitability of the candidate, including demonstrated ability to perform independent work. The assessment will be made on the basis of:

(i) The staff member's qualifications and/or experience;

(ii) Information received from references provided by the applicant (see annex I, sect. B.III);

(f) Potential contribution by the staff member to the institution or organization;

(g) Expected usefulness of the completed study to the United Nations.

Selection process

7. A selection committee consisting of United Nations staff and representatives of UNU and the academic community will review the proposals submitted for final selection.

8. Heads of offices and/or departments will be consulted by the Office of Human Resources Management to confirm the release of selected staff members. The selected staff member will then be informed and requested to accept in writing the specified conditions of the award.

Follow-up

9. In order to assess the impact of the sabbatical leave programme, participants are expected, at the end of their sabbatical leave, to present to the head of the office or department concerned and to the Assistant Secretary-General for Human Resources Management a report on the study undertaken.

Annex I

Sabbatical leave programme application form

For the year 2000

Please complete this form and submit it to the Staff Development and Learning Service, Office of Human Resources Management, together with your study proposal, by 30 November 1999.

A. Personal information

Name _____ Index No. _____

Functional title/field of work _____
(*Attach job description*)

Category/level _____ Type of contract _____
(*If fixed-term, expiration date*)

Department/division/office _____

Duty station _____

EOD (United Nations) _____ EOD (Present duty station) _____

Title of proposed study project _____

B. Background

I. **Relevant work experience.** Please indicate any professional experience that enhances your ability to carry out your proposed study project.

II. **University studies**

Degree	*University, country*	*Area of study*	*Year graduated*

III. **Recommendations.** Please arrange to have two letters of recommendation sent directly to the Staff Development and Learning Service, Office of Human Resources Management, by 30 November 1999. These recommendations should be provided by professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names of the professionals who will be sending the letters of recommendation on your behalf.

IV. **Teaching and/or research experience.** If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (attach an additional sheet if necessary).

C. Placement

I. Please indicate the name and address of the institution or organization in which you wish to carry out your project. Please attach copies of any preparatory correspondence relevant to the proposed study.

_____

_____

_____

_____

II. Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (circle as applicable):

(a) Adviser

(b) Office space

(c) Communication facilities (fax, telephone, computer)

(d) Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Reminder: The endorsement of the head of your department or office must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

American Society of International Law

Arias Foundation for Peace and Human Progress

Center for Environmental Policy
Bard College

Center for the Global South
The American University

Center of International Studies
Princeton University

Center on International Cooperation
New York University

Centre for Foreign Policy Studies
Dalhousie University

Centre for the Study of Globalisation and Regionalisation
University of Warwick

Centro de Estudios Internacionales
El Colegio de México

Centro de Investigación y Docencia Economicas A.C.

Dag Hammarskjöld Library
United Nations

Defence Forces Library
The Military College

Department of Political Science
University of Alberta

Department of Political Science
University of Lund

Dickey Center for International Understanding
Dartmouth College

Elliott School of International Affairs
The George Washington University

Fletcher School of Law and Diplomacy
Tufts University

Global Affairs Institute
Syracuse University

Graduate Institute of International Studies
University of Geneva

Harvard College Library

Institute for Security Studies

Institute for the Study of International Organizations
Long Island University — Brooklyn Campus

Institute of Social Studies, The Hague

Institute of World Economy and International Relations (IMEMO)

International Cooperation Research Association

International IDEA

International Institute for Labour Studies
International Labour Organization

International Peace Academy

Joan B. Kroc Institute for International Peace Studies
University of Notre Dame

Mershon Center
The Ohio State University

Netherlands Institute of International Relations, "Clingendael"

Norwegian Institute of International Affairs

Ralph Bunche Institute on the United Nations
City University of New York

Richard L. Walker Institute of International Studies
University of South Carolina

Stanley Foundation

Stiftung Entwicklung und Frieden Development and Peace Foundation

Thomas J. Watson Jr. Institute for International Studies
Brown University

United Nations Association of the United States

United Nations Research Institute for Social Development

United Nations Staff College

United Nations Studies at Yale
Yale University

United Nations University

United States Institute of Peace

Universidad Externado de Colombia

Annex III

United Nations University participating centres

Under its Charter, adopted by the General Assembly in 1973, the United Nations University (UNU) is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. UNU is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. UNU research and training centres conduct in-house research and training and coordinate research and training involving institutions in many countries.

The location of specific UNU research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing study projects at UNU include:

1. **At UNU headquarters, Academic Division, in Tokyo:**

   Peace and governance

   Sustainable development

2. **At the UNU Institute of Advanced Studies (UNU/IAS) in Tokyo:**

   Eco-restructuring for sustainable development

   Mega-cities and urban development

   Multilateralism and governance

3. **At the UNU World Institute for Development Economics Research (UNU/WIDER) in Helsinki:**

   Economics of transition

   Liberalization and development in sub-Saharan Africa

   Institutional and distributive issues

   International finance and economic issues

   Global governance

4. **At the UNU Institute for New Technologies (UNU/INTECH) in Maastricht, the Netherlands:**

   Socio-economic implications of new technologies

United Nations ST/IC/1999/84

Secretariat

12 October 1999

Information circular*

To: Members of the Staff

From: The Assistant Secretary-General for Central Support Services

Subject: **Indoor air quality and drinking water quality tests of the Headquarters buildings**

1. The purpose of the present circular is to inform members of the staff that semi-annual indoor air and drinking-water quality tests and inspections of the Headquarters complex are scheduled for 8 to 18 November 1999. The work will be performed during normal office hours according to the following schedule:

Conference Building	8 November
North Lawn Building	8 November
Secretariat Building	9-10 November
General Assembly Building	9-10 November
Library Building	11 November
304 East 45th Street (FF Building)	15 November
DC-1 Building	16 November
DC-2 Building	17 November
UNITAR Building	18 November
345 Park Avenue South (Archive Building)	18 November

2. For further information, please contact the Plant Engineering Section of the Facilities Management Division at extension 3.7376.

* Expiration date of the present information circular: 30 November 1999.

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United Nations ST/IC/1999/85

Secretariat

14 October 1999

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Termination of support for obsolete computing equipment**

1. Starting with the biennium 1998-1999, the Information Technology Services Division is no longer responsible for the replacement of office automation equipment. The Division's responsibility is to establish standards for equipment that is connected to the common network infrastructure. The funds to acquire and/or replace the equipment have been assigned to individual Departments. Moreover, each Department is responsible for identifying the equipment that needs to be replaced on the basis of its needs.

2. In addition to establishing equipment standards, the Division provides substantive offices with technical support based on service level agreements. Given that the age and state of the equipment used on the network can have a significant impact on the overall performance of the technical infrastructure, aside from the capability of the Division to provide effective technical support, it is important that offices replace old equipment in a timely fashion.

3. As of 1 January 2000, the Division will cease to provide support for computer equipment considered obsolete and not capable of operating the standard software. To ensure continued support from the Division, all offices are urged to replace any equipment listed below with the latest standard:

(a) All personal computers below Pentium 133 or Pentium 133 with less than 32 MB of RAM;

(b) All non-SVGA monitors;

* Expiration date of the present information circular: 31 December 2000.

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(c) The following printers:

HP Paintjet;

HP Deskjet monochrome;

HP Laserjet II series;

HP Laserjet III series;

(d) IBM Selectric typewriters.

4. The Division's standards are posted on the United Nations Headquarters Intranet at http://intranet/ITSD/cts/uss/pcstd.htm; they can also be accessed by following the links to "Technical Support/Standards".

5. In addition, the Division will no longer support the use of typewriters as impact printers for multi-part forms. Offices that continue to have this requirement are strongly urged to replace these typewriters with the Division standard impact printer posted on the Intranet.

6. The Division will continue to provide repair and maintenance for stand-alone typewriters but will not replace un-repairable units. It should also be noted that the Division does not supply or repair calculators or time-date machines. Because typewriters, calculators and time-date machines do not in any way affect the common infrastructure, offices may purchase these items directly without consulting the Division.

7. Effective 1 January 1998, Departments are solely responsible for replacement of their own equipment. For this purpose, funds for the current biennium have been allotted in the respective departmental accounts. The same procedure will apply to the next biennium.

8. Executive offices will be informed about the procedures for disposal of obsolete equipment.

United Nations ST/IC/1999/86

Secretariat

19 October 1999

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Rental subsidy scheme for staff at duty stations in Europe and North America: reasonable maximum rent levels for New York****

1. The purpose of the present circular is to inform the staff that revision has been made to the reasonable maximum rent levels for eligible staff at United Nations Headquarters which was announced in information circular ST/IC/1998/13. The current revision is based on the data collected for New York which form the basis for comparison of rents at other headquarters and similarly situated duty stations in Europe and North America.

2. The revised reasonable maximum rent levels for New York, effective 1 November 1999, are as follows:

Family size	*Dwelling size*	*Reasonable maximum rent level*
Staff member alone or with spouse	1 bedroom	$2 700
plus 1 child	2 bedrooms	$3 550
plus 2 children	2/3 bedrooms	$4 300
plus 3 children	3 bedrooms	$5 250
plus 4 or more children	4 bedrooms	$6 050

3. Administrative instruction ST/AI/350 on rental subsidies and deductions for staff at duty stations in Europe and North America is being revised in accordance with ST/SGB/1997/1 of 28 May 1997.

4. The present circular supersedes information circular ST/IC/1998/13, dated 28 January 1998.

* The present circular will be in effect until further notice.

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United Nations ST/IC/1999/87

Secretariat

20 October 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/1999/8 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in September 1999.

* Expiration date of the present information circular: 31 December 1999.

99-30509 (E) 221099

Annex

Placement and promotion
1 September 1999 to 30 September 1999

Name	*Gender*	*Releasing dept. office*	*Receiving dept. office*	*Post level*	*Vacancy number*
Promotion					
Holupka, Mary Jane	F	DESA	DESA	P-3	99-M-ESA-211-NY
Kajiura, Nobuko	F	ESCAP	ESCAP	P-3	98-E-ESC-416-BA
Khan, Asif	M	EOSG	EOSG	P-3	*
Mousavizadeh, Nader	M	EOSG	EOSG	P-3	*
Tanaka, Hiroko	F	ESCAP	ESCAP	P-3	99-S-ESC-262-BA
Briscoe, Neil	M	EOSG	EOSG	P-4	*
Chinganda, Enock	M	ECA	ECA	P-4	98-A-ECA-132-AA
Debefve, Marianne	F	UNCTAD	ESCAP	P-4	99-D-ESC-241-BA
Lomayani, Irene	M	ECA	ECA	P-4	98-S-ECA-B41-KL
Mackay, Freda	F	DPA	DPA	P-4	98-P-DPA-390-NY
Morales, Liza	F	DPA	DPA	P-4	99-P-DPA-220-NY
Patil, Anjali	F	DPA	DPA	P-4	99-P-DPA-258-NY
Rose, Michael	M	DGAACS	DGAACS	P-4	99-T-DGA-224-NY
Rose, Susan	F	ESCAP	OIOS	P-4	99-A-010-272-NY
Samuel, Tamrat	M	DPA	DPA	P-4	*
Hong, Pingfan**	M	DESA	DESA	P-5	99-E-ESA-002-NY
Ma Judas, Barbara	F	UNOG	UNOG	P-5	99-T-UNG-217-GE
Refolo, Paula	F	DPI	DPI	D-1	***
Zerihoun, Taye	M	DPA	DPA	D-2	98-P-DPA-B34-NY
Placement					
Guo, Xiao-Jie	F	ESCAP	DESA	P-2	99-I-ESA-252-NY
Farooq, Janet	F	UNCTAD	ESCAP	P-5	98-E-ESC-189-BA

* The Secretary-General approved the promotion in accordance with General Assembly resolution 51/226.

** The Secretary-General approved the placement of the staff member against the post at his current level; the promotion of the staff member will be implemented when he has reached the established seniority in grade for regular promotion to the higher level.

*** The vacancy announcement was waived in accordance with the provisions outlined in instruction ST/AI/1999/8.